

DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES SUPPORTED LIVING WORKER  
WILLIMANTIC

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

Open To: DDS Employees

Location: IFS/Willimantic

Job Posting No: 00085662

Hours: Tuesday through Saturday 10:30am - 6pm; RDO Sunday and Monday

Salary: \$44,250-\$59,154 annually

Closing Date: January 6, 2014

**Examples of Duties:** Duties consistent with the DS Supported Living Worker specification. Work independently over a large geographic area in individual or family homes to provide individualized family support, in-home and community support including respite, skill building, implementation of behavior programs, community integration and activities to promote health and wellness. Provide transportation and assistance to help individuals to access community resources, to attend medical and dental appointments, and other transportation as required. Provide written documentation obtained from appointments regarding the treatment/care and need for follow-up plan to the assigned Case Manager. Provide assistance to individuals transitioning from their family home to their own homes. Provide assistance with graduates with transitioning from school to employment by scheduling and accompanying the individual and family member to employment and day site visits. May assist individuals in maintenance of eligibility for entitlements and benefits. Make home visits in response to P&A, Immediate Protective Services, for individuals not known to the Department, visits to be made independently or in collaboration with Case Managers to assess the situation and assist with the completion of the forms used by the Department to apply for services. Provide follow-up assistance for individuals who have P&A issues such as ensuring that the individual has food or taking the individual to the grocery store or food pantry. Provide direct support to assist some individuals who need assistance to participate in their community. Assist individuals to develop life skills and provide family training to assist families to teach residential life skills. Assess life skill abilities for some individuals. Function as a member of the planning and support team. Provide concise and accurate computer-based reports and documentation. May make recommendations on policies or standards. May administer and track medications with appropriate certification. May administer first aid in emergency situations. May maintain individual financial records. Valid driver's license. Current PMT, CPR and medication administration certification or obtained within three (3) months of hire/transfer. Perform related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of modern methods of working with persons with developmental disabilities and other related conditions; knowledge of safety, hygiene and health practices and procedures; knowledge of state and federal assistance programs; knowledge of relevant state and federal laws, statutes, regulations and procedures; some knowledge of medication administration and effects of medication; considerable interpersonal skills; oral and written communication skills; ability to recognize and report behavioral changes; ability to coordinate and collaborate effectively with individuals, groups and families; ability to work independently and make decisions.

**General Experience:** One (1) year of experience in direct residential support services to persons with developmental disabilities and other related conditions at the level of a Developmental Services Worker 1 (or equivalent experience in a human service field).

**Special Requirements:**

1. Incumbents in this class may be required to be bilingual or fluent in American Sign Language.
2. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle Operator license.
3. Incumbents in this class may be required to be certified in medicine administration.
4. Incumbents in this class may need to possess and maintain a public service endorsement.
5. Incumbents in this class may be required to travel.

**Physical Requirement:** Incumbents in this class must possess physical and emotional health for efficient performance of duties; a physical examination may be required.

**Working Conditions:** Incumbents in this class may be required to lift and restrain clients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:  
Department of Developmental Services — North Region  
155 Founders Plaza, 255 Pitkin Street  
East Hartford, CT 06108  
Attn: Carol Pfeifer  
Email: [carol.pfeifer@ct.gov](mailto:carol.pfeifer@ct.gov) Phone: 860-263-2618 Fax: 860-622-4967

**An Affirmative Action/Equal Opportunity Employer**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.